

SAP Field	Function/Description	HRE Field(s)
<b>Personnel Subarea</b>	Identify employee's Agency - FINET Agency Code (42 Agencies)	<b>Home Agency</b>
<b>Organization Key</b>	Identify employee's organization within the agency. Provides a security control point and includes the Home Agency, Home Org, and Distribution codes (AAA OOOODDDD)	<b>Home Agency, Home Org, Distribution</b>
<b>Employee Group</b>	<p>Controls pay and benefit processes. Two examples: 1) Employees in group 2 will not accrue annual or sick leave or get holidays. 2) Employees in groups 5 through 8 and T, R, D cannot be paid for anything that occurred later than the effective date of the action that placed them in one of those groups. However, they can still be paid for anything that occurred earlier than the effective date of the LWOP or termination.</p> <p>1 - Active / Leave Accrual / WrkComp / Unemployment / LTD / Life  2 - Active / No Leave Accrual / WrkComp / Unemployment  3 - Active / FT Judges &amp; Elected Officials / No Leave Accrual / WkrComp / LTD / Life  4 - Active / Legislators &amp; Boards / No Leave Accrual / WkrComp  5 - LWOP / Leave Accrual / Emplr Paid Insurance (Not yet available)  6 - LWOP / Leave Accrual / No Emplr Paid Insurance (Not yet available)  7 - LWOP / No Leave Accrual / Emplr Paid Insurance (Not yet available)  8 - LWOP / No Leave Accrual / No Emplr Paid Insurance  T - Terminated  R - Retired  D - Deceased</p>	<p><b>Employee Status, Pay Rate, Step, Leave Accrual Indicators, Job Id, Insurance Eligible</b></p> <p>Employee Status = A / Step Not 0 / Leave Accrual = Y  Employee Status = A / Rate Not 0 / Leave Accrual = N  Employee Status = A / Job Id = See List 1 / Leave Accrual = N  Employee Status = A / Job Id = See List 2 / Leave Accrual = N  Employee Status = I / Step Not 0 or Rate Not 0 / Leave Accrual = Y / Ins Eligible = Y  Employee Status = I / Leave Accrual = Y / Ins Eligible = N  Employee Status = I / Step Not 0 or Rate Not 0 / Leave Accrual = N / Ins Eligible = Y  Employee Status = I / Step Not 0 or Rate Not 0 / Leave Accrual = N / Ins Eligible = N  Employee Status = T &amp; Reason 18  Employee Status = T &amp; Reason 09  Employee Status = T &amp; Reason 08  Job ID List 1 = 10001, 10003, 10005, 10007, 10009 (for Elected Officials)  10838, 10851, 10859, 10855, 10857, and 10861 (for Judges)  Job ID List 2 = 10011, 10013, and 10875 (for Legislators &amp; Boards)</p>
<b>Employee Subgroup</b>	<p>Determines which Overtime/Comptime Rules are applied</p> <p>71 - NonExempt / Wkly &gt; 40 OT Paid @ 1.5  72 - NonExempt / QuadWkly &gt; 160 OT Paid @ 1.5  73 - NonExempt / BiWkly &gt; 80 OT Paid @ 1 / &gt; 87 OT Paid @ 1.5  74 - NonExempt / QuadWkly &gt; 171 OT Paid @ 1.5  75 - NonExempt / QuadWkly &gt; 212 OT Paid @ 1.5  76 - NonExempt / BiWkly &gt; 80 OT Paid @ 1.0 (No Comp)  77 - NonExempt / QuadWkly &gt; 160 OT Paid @ 1 / &gt; 171 OT Paid @ 1.5  78 - NonExempt / Daily &gt; 8 OT Paid @ 1.5 (No Comp)  90 - Exempt / BiWkly &gt; 80 Earn Comp @ 1.0 (No OT)  91 - Exempt / All Hours Paid @ 1.0 (No Comp)  92 - Exempt / BiWkly &gt; 80 Earn Comp @ 1.0 &amp; Charge When Earned  93 - Exempt / QuadWkly &gt; 160 OT Paid @ 1.0</p>	<p><b>Work Groups</b> Old Payroll &amp; HRE Work Groups:</p> <p>01, 07, 12, 17, 19, 20, 80, 90, 98, and 99  04  03, 09, and 14  15, and 18  05, 11, and 16  94  10  Not Presently Used  02, 08, 13, 21, 22, 23, and 81  06, 95, and 96  New Work Group  New Work Group</p>
<b>Position Id</b>	Converted Numeric Position Code	<b>Position Number</b>
<b>Position Name</b>	Official Job Title of Incumbant based on Job ID	<b>Job Title / Job ID</b>
<b>Contract</b>	Detrmines which retirement contributions to pay	<b>Retirement Code</b>
<b>Exempt Flag</b>	<p>FLSA Status: Exempt/Non-exempt  No processing is performed based on this flag. (See Employee Subgroup)</p>	<b>FLSA Status:</b> Exempt/Non-exempt

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<b>Time Management Status</b>	Determines whether or not time entry is required for regular hourly pay 1 - Pay according to hours entered 9 - Pay according to hours entered and if no daily hours entered, default daily work hours according to the employees' Work Schedule Rule	<b>Pay Status</b> 1 - Time Card Required 4 - Autopay Hourly
<b>Work Schedule Rule</b>	Specifies the number of hours an employee is scheduled to work each day of the pay period. For example, if an employee has Work Schedule Rule #108, 8 MTVWH, 6 F, the system expects them to work 8 hours a day Monday through Thursday and 6 hours on Friday. When an employee is in Time Management Status 9, the system uses the daily schedule to determine the hours to pay when no entry is present for any given day. The system also uses the employee schedule to provide warning messages and enforce leave and attendance rules as time is being entered. Two examples: 1) The amount of leave entered cannot exceed the number of hours the employee is scheduled to work on any given day. 2) A warning message appears whenever the amount of time entered exceeds the employees daily work schedule. There are currently 195 different Work Schedule Rules and more can be added as necessary. The system also allows changes to daily schedules that are only in effect for one pay period.	<b>Work Schedule Code</b>
<b>Subsystem Grouping</b>	Determine treatment of Excess leave balances E0 Excess Limit = 0 pay any Excess time over 0 E4 Excess Limit = 40 pay any Excess time over 40 E9 Excess Limit = 999 pay any Excess time over 999 EH Excess Limit = 80 pay any Excess time over 80 EX Excess Limit = 80 delete any Excess time over 80	<b>Excess Limit</b> 0 40 999 80 800
<b>Access Control Group</b>	Determine treatment of Comptime leave balances C0 Comp Limit = 0 pay any Comp time over 0 C1 Comp Limit = 240 pay any Comp time over 240 C2 Comp Limit = 480 pay any Comp time over 480 C3 Comp Limit = 999 pay any Comp time over 999 CT Comp Limit = 80 pay any Comp time over 80 CX Comp Limit = 80 delete any Comp time over 80	<b>Comp Limit</b> 0 240 480 999 80 800
<b>Additional Indicator</b>	Pay Overtime or Accrue Comptime C = Accrue Comptime T = Pay Overtime	<b>Overtime/Comp Code</b> Comptime Overtime
<b>Pay Scale Type</b> Wage Type - 1000 Wage Type - 1000 Wage Type - 1001 Wage Type - 1001	Identifies the pay scale and method used to calculate pay: S1 - Tabled Hourly Pay Rates of Regular Employees S2 - Tabled Hourly Pay Rates of Certain DWS Employees (No Newhires) S3 - Pay Rate from HRE System S4 - Judges and Elected Officials (Manually entered Recurring Payment)	<b>General Pay Plan, Step #, Retirement Code, Job ID</b> Employee Step # and General Pay Plan Employees with Retirement Code 092 Employee Step 00 and Payrate Job ID
<b>No Comparable Field</b>	No processing of this HRE data (See Work Schedule Rule)	<b>Full Time/Part Time</b>